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*File on  
Security*

SECURITY CONTROLS ON ACCESS TO SPECIAL INTELLIGENCE  
INFORMATION AND DOCUMENTS CONTROLLED  
BY THE SPECIAL REGISTER, OCR

General security control to special intelligence documents and reference service in the Special Register, OCR is maintained by the receptionists and guards located at each turnstile entrance to the Special Center. No one is allowed access to the Special Center without a check on their clearance for special intelligence.

The following internal security controls and records are maintained in the Special Register:

(1) Control on the Reproduction of SI Documents - Two logs are maintained for all documents reproduced for CIA and non-CIA consumers. One log consists of a notebook maintained by year, month, and day for controlling the reproduction of special intelligence documents which are requested by document number. Each entry in this log contains the name and office of the consumer and the document number and date. The date is also stamped on the back of each reproduced document page as a means of identifying the reproduction to the consumer. The other log is maintained for documents that are reproduced as a result of machine searches for document references in the Register's indexes. This log is maintained by year and month and consists of machine listings of document references that have been reproduced. Each machine listing has a distinct numbering system and this number and the name and office of the requester is on the listing. The listings are filed by the machine search number and this same number is stamped on the back of each reproduced page to again identify the consumer for which the page was reproduced.

(2) Control on SI Documents on Loan - Charge-out cards containing the name, office, and phone extension of the consumer are inserted into the document files when a particular document is on loan. On machine searches the charge cards are mechanically produced and a duplicate deck of cards is maintained in the machine room by name of consumer. On documents that are manually charged out, a loan file by name of consumer is maintained in the SR Library. The Register is generally notified when an individual is leaving the Agency, and both of these files are checked to determine if he has any documents out on loan.

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(3) Control on Consumers Requesting SI Machine Reference Service - Two sets of records are maintained on consumers who request machine reference service on special intelligence documents. The machine search request sheets that are prepared in the Register for each search are filed by number, month, and year in hard copy for approximately 2 years and then microfilmed. The Register has a complete record of this service dating back to 1950. The machine search request sheets contain the consumer's name, office, phone extension, statement of his research problem, the SR codes that were searched in the machine indexes, and the number of references obtained from the search. In addition a record of machine listings containing the name of consumer, an abbreviated statement of his research problem, and the number of references supplied is maintained by type of search request for three to four years. The listings are filed by type of request - subject, commodity, area, personality, and organization - within month and year. The latter record is maintained mainly as reference aid to SR service analysts.

(4) Control on SI Services Performed for Non-CIA Consumers - Correspondence files on all non-CIA consumer service regardless of whether it was for a machine listing, a Special Register working or reference aid, or an individual document are maintained by Agency and date. This file contains the transmittal memo with the SC number stamped on the memo that was assigned by the OCI Registry in forwarding the material to the other Agency.

All of the above internal controls and records are maintained in accordance with Agency Regulation 120 which provides the policy on the processing and handling of special intelligence.

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